

TOWN OF DAGSBORO
NEW BUSINESS
CERTIFICATE OF OCCUPANCY APPLICATION

APPLICANT:

Business Name: _____
Mailing Address: _____
Business Phone # _____ Email Address: _____
Contact Name: _____ Cell Phone # _____

PROPERTY OWNER:

Name: _____ Phone # _____
Mailing Address: _____
Email Address: _____

PROPERTY INFO:

Physical Address: _____
Tax Map Parcel # _____
Current Zoning: _____ Current or Prior Use: _____
Proposed Use (be specific): _____

Proposed Number of Employees: _____
Proposed Hours of Operation: _____

Items to be attached to application:

- Letter of authorization from property owner(s)
- Fire Marshall Approval
- DelDOT – Letter of No Objection/Contention (if located on a State of Delaware maintained road)
- Sussex County Engineering Dept. – Sewer Capacity
- Department of Health & Social Services (food establishments only)
- Parking Plan (8.5X10 sketch)
- Renovation Plan (if applicable)
 - Depending on the extent of renovations, a tenant fit-out permit may be required by the Town and Sussex County
 - Any interior/exterior renovations that change the square footage or existing footprint of the structure will require Sussex County building code review and plans must be sealed by a Delaware registered architect or a Delaware licensed professional engineer
- Sign Permit Application & fee
- Business License Application & fee

FEE: \$200 (payable to the Town of Dagsboro)